

AZ State Wildfire Qualifications Review Committee

MINUTES

NOVEMBER 6, 2008

0930 - 1400

PHOENIX, AZ

MEETING CALLED BY	Judy Wood, AZSF Training Specialist
TYPE OF MEETING	Qualifications Review
ATTENDEES	Scott Hunt - AZSF, Brian Lauber - AZSF, Kevin Boness - AZSF, Chris Jessop – Show Low FD, Duane Steinbrink – Prescott FD, Jim Pond – Highlands FD, Dugger Hughes for Stu Rodeffer – Northwest FD, Chris Jessop – Show Low FD, Bob Arthur – Globe FD
ABSENT	Jayson Coil – Sedona FD, Stu Rodeffer – Northwest FD, Mark South – Tubac FD
GUESTS	Mark Shiery – Flagstaff FD, Mark Anderson – Casa Grande FD, Jeff Nowak – Casa Grande FD.

DISCUSSION ITEM #1 File Reviews

EXISTING FILES:

Arthur, Bob – Globe FD: Request to begin RXB2 taskbook – approved. Strongly recommended to take RX-300, RX-310 and RX-341 courses.

BANDIN, Albert – Guadalupe FD: Completed ENGB taskbook – approved. Strongly recommended to take L-280, S-260 and S-270 courses.

BUCHANAN, Ben – Chino Valley FD: Completed ENGB taskbook – approved. Strongly recommended to take L-280.

COLLINS, Bryan – Az State Forestry: Completed DOZB taskbook – approved. Strongly recommended to take L-280 and S-260.

ERICKSON, Shelby – Highlands FD: Completed HECM and CRWB taskbooks – approved.

HOYE, Michael – Green Valley FD: Completed ENGB taskbook – approved.

KNORR, Jerry – Daisy Mountain FD: Request to begin ICT4 taskbook – approved. Strongly recommended to take S-234.

McLAUGHLIN, John – Az State Forestry: Completed SECM taskbook – approved.

OBRIEN, Joe – Az State Forestry: Completed CRWB taskbook – approved.

RODEFFER, Stu – Northwest FD: Request to begin LSC1 taskbook – approved. Request to re-initiate TFLD taskbook – approved.

ROADS, Addam – Rincon Valley FD: Completed ENGB taskbook – approved.

ROWE, William – Green Valley FD: Completed CRWB taskbook – approved. Request to begin ICT4 and STEN taskbooks – approved.

SCIACCA, Tony – Prescott FD: Request to begin ICT1 taskbook – approved. Request to re-initiate OSC1 taskbook – approved.

SMALL, Pruett – Central Yavapai FD: Completed ICT1 taskbook. Qualifications Review Committee recommends approval – will forward (via Dave Behrens) to Southwest Coordinating Group for concurrence.

TRUE, Eric – Highlands FD: Request to begin STEN taskbook – approved. Request to re-initiate FOBS taskbook – approved.

NEW FILES:

AGUILERA, Jose “Chuy” – ADOC: Request to begin CRWB taskbook – approved.

BAKER, Jordan – Sedona FD: Request to begin ENGB taskbook – approved. Strongly recommended to take S-234, S-260 and S-270 courses.

BULLARD, David – Rio Verde FD: Completed ENGB and STEN taskbook. ENGB taskbook approved. STEN taskbook – Committee requiring one additional evaluation as a STEN trainee on either a Type 1 or Type 2 Incident. Approved for STEN trainee until this requirement has been met.

COLLINGS, David – Desert Hills FD: Completed ENGB taskbook – approved pending completion of S-131. Committee strongly recommends taking S-260, S-234 and S-270 courses as well.

CANTARELLA, Tony – Heber Overgaard FD: Completed ENGB taskbook – approved.

LECHOWSKI, Eric “Buzz” – Sedona FD: HOLD – must log assignments as qualified FFT1 as per the State Minimum Experience Guidelines.

SPRAZOFF, Shane – Flagstaff FD: Transferred from FS with completed ENGB taskbook – approved. Open FIRB taskbook – approved.

SULLIVAN, Daniel J. – Walker FD: Request to begin STEN taskbook – HOLD. ENGB taskbook requires one more evaluation (final).

VALLEJOS, Robert – St. Johns FD: Completed ENGB taskbook – approved. Strongly recommended to take S-211, S-212, S-234, S-260, S-270 and L-280 courses.

LISTON, Gary – St. Johns FD: HOLD – must submit complete fire experience records.

LOOMIS, Jean – Williamson Valley FD: HOLD – must take S-290 then Committee will review.

NEW FILE REVIEW con't:

WALLACE, Richard – Pinetop FD: Approved ENGB trainee – must complete ENGB taskbook per State Minimum Experience Guidelines.

RICE, Scott – Northwest FD: HOLD - pending submittal of FFT1 taskbook evaluations and update Fire Experience records – to include FFT2 experience.

FIREWISE ASSESSOR / ADVISOR:

BARCUS, Bill – Advisor – approved.

FISHER, Mike – defer to Dave Behrens.

ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Update ROSS and issue Red Cards / Firewise Certificates		Judy Wood	ASAP
DISCUSSION ITEM #2	End of Season Review – email reviews – did it work?		
CONCLUSIONS	Everyone felt the email reviews went well during fire season – would like to see this continue in the future. It was noted however that this was a somewhat “slow” season, which provided the necessary time not only for Judy to process the requests but also for the Committee to review and respond. Important Reminder - The level of fire activity will definitely dictate whether or not files can be processed and reviewed. File reviews may be suspended at any time during fire season, if necessary.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Judy will continue file processing during subsequent seasons as time permits.		N/A	N/A
DISCUSSION ITEM #3	Arizona State Sawyer Policy - Finalization		
CONCLUSIONS	Kevin Boness will review Policy Draft. Sub Committee Meeting scheduled for Monday, January 26 th , 10:00 AM, at the State Forestry Office in Payson.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Judy to notify Sub Committee Members of scheduled meeting date. Kevin to review draft policy.		Judy / Kevin	ASAP
DISCUSSION ITEM #4	Modifications to State Minimum Experience Guidelines: NWCG 310-1 now only requires that taskbook evaluators be qualified in the position being evaluated, if they are the <u>final</u> evaluator. The State requires that all evaluators be qualified in the position, if it is an evaluation on a wildland incident. If an evaluation is conducted on a structural or medical response incident, then the evaluator may be the individual's supervisor, as stated in 310-1.		
CONCLUSIONS	1) Amend Guidelines to specify “qualified evaluators” on wildland incidents. *** Previously needed changes: 2) ICT4 guidelines – change ENGB pre-requisite to Single Resource Boss. 3) TFLD guidelines – change required training from S-390 to S-330. 4) TFLD guidelines – add ICT4 to pre-requisite (2 SRB plus ICT4)		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Amend Guidelines – submit to Committee for further review.		Judy Wood	Next Meeting

DISCUSSION ITEM #4	Request to allow non-wildland experience and evaluations on ICT5 and ICT4 taskbooks (Dugger Hughes). The State Guidelines may be too strict in number of required hours and type of incidents. It is extremely difficult to complete the tasks on wildland incidents alone.		
CONCLUSIONS	Review Guidelines for possible modifications.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Scott will look at reworking the Guidelines – further Committee discussion needed.	Scott	Next Meeting	
DISCUSSION ITEM #5	Type 1 IHC Certification – should the Qualification Review Committee be involved? (Kevin Boness)		
CONCLUSIONS	Kevin posed the question – should the Committee oversee T1 IHC Certification process, appointing peer evaluators?		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Kevin will research the certification process and report to the Committee	Kevin Boness	Next Meeting	
<u>Miscellaneous Items Discussed:</u>			
<ul style="list-style-type: none">❖ <u>IMT Nominations:</u> Kevin Boness requested that Judy provide IQS Master Records for all State Overhead personnel who are currently on T1 or T2 IMT Rosters. Judy will pull last year's rosters from the Team websites, and get the information to Kevin for the upcoming 2009 IMT selection.❖ <u>Upcoming changes to IQS:</u> The IQS working group has designed a web based IQS program, scheduled for deployment May, 2009. This new version will eventually talk to ROSS, as the federal IQCS program now does. The stand alone version will still be available to the Fire Departments, however, it is unknown if there will be any future updates to this version. Fire Departments may have to update their IQS program to coincide with the changes to 310-1. The State Forestry Division will not switch to the web-based version until after fire season. The State's stand alone version will be maintained for awhile after that to make sure we don't lose any valuable data.❖ <u>Refresher Training and Fitness:</u> Currently, the State does not gather <u>Refresher Training or Fitness</u> information – this information is logged onto an individual's red card by their Chief or Training Officer. To prevent any future problems with the pending web based IQS, Judy will enter a default date of 1/1/2009 for both refresher training and fitness test. This will be done each year. Judy will modify the records upon notification by a Fire Department, should any changes occur. The Cooperative Agreements signed by the Fire Departments ensure compliance with these required standards, eliminating any liability issues to the State.❖ <u>IS-700 and IS-800 training:</u> Currently, these courses are required on the State level, but it is required for anyone responding to federal incidents. Judy will get the word out as much as possible that the State <u>very strongly recommends</u> that all overhead resources take these online courses and get copies of certificates to Judy for logging. The pending web based version of IQS may flag any individuals as "unqualified", if they have not taken one or both of these courses, similar to what the federal IQCS program does. These courses are available online at http://www.training.fema.gov/IS/ and are free of charge.❖ <u>Fire Departments Red Cards:</u> Fire Department are now being asked to submit a list of FFT2's and FFT1's to the State Dispatch Office so that their personnel can be entered into ROSS for the next fire season. This will provide the State an additional means to gather valuable data, i.e. individual assignment histories.			

Miscellaneous Items cont'd:

- ❖ Judy requested that Northwest Fire submit fire experience records for Greg Smith and Tony Johnson. Due to the way the Crew Roster was set up in ROSS, all assignments were logged as DIVS (Greg) and TFLD trainee (Tony). The Crew Roster needs to be corrected in ROSS as well. The concern is that the fire experience records gathered in ROSS may not accurately reflect what they did through the season.
- ❖ Mark Anderson (Casa Grande FD) requested information for the IQS software program that the State uses to track training records. Judy will send the link and then sit with Mark at a later date, to go over the software. This will be beneficial to the Casa Grande FD as they are beginning to build their wildland program.

NEXT MEETING: Tuesday, January 27th, 10:00 – Payson, Az. Location TBA.